

**CONFIDENTIAL**

FEB 24 1954

MEMORANDUM FOR: Deputy Director (Administration)  
Assistant Director for Personnel

SUBJECT: Personnel Recruitment and Processing

1. The personnel ceiling for the Office of Communications was established on 5 August 1953 at [REDACTED] positions, which included 106 new 25X9A2 positions. On 17 November 1953, it was agreed that 35 personnel currently on duty assigned to Project [REDACTED] would be absorbed within 25X1A2d2 the existing ceiling of the Office of Communications. This had the effect of establishing 71 "new-position" vacancies to be filled for this Office.

2. Personnel records show that after 6 months of Fiscal Year 1954, the on-duty strength of this Office is only 3 persons higher than at the start of the Fiscal Year. The records also reveal that during a large part of this Fiscal Year, the personnel strength fell considerably below the 30 June 1953 level.

3. During the last 3 months there has been an increasing number of high priority, crash-type projects requiring a substantial amount of man-hours of Communications personnel. These additional requirements, coupled with a reduced personnel strength, are causing serious difficulty in meeting normal commitments.

4. Improvement can be made in the on-duty strength either by a reduction in attrition or by an increase in the EOD rate. In regard to the former, I have taken a personal interest during the past year and I feel that the increased efficiency in the handling of personnel has reached a point where no substantial improvement can be made. However, there does appear to be opportunity for greatly increasing the EOD rate if certain processing difficulties can be overcome. It can be noted from the attached chart that there has been a substantial number of applicants for Communications positions, and by my personal contacts with the recruiting officers, I am aware that

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they are giving this problem special attention. However, these efforts have not produced sufficient "on-duty bodies" due to so many voluntary cancellations by the applicants. Some of the reasons for the cancellations are:

"No longer interested"  
"Took another position"  
"No answer to correspondence"

All of these reasons point to the excessive time "in process". Records prove that less than 50 per cent of those put into process enter on duty in Communications. I realize that a certain number of the cancellations are due to medical and security rejections, but I am seriously concerned at the high percentage of "other reasons".

5. It is therefore requested that priority handling be given our applicants so that the personnel strength of this Office might more closely approximate the level necessary to meet its requirements.



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Assistant Director for Communications

Attachment (2)  
Recruiting vs Attrition

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